



## REGION III - FACILITY RESPONSE PLAN CHECKLIST

### - Integrated Contingency Plan (ICP) Format -

FRP ID#:

Regional ID#:

Facility Name:

Owner Name:

Facility Contact Person:

Review Date:

Deficiency Letter:

Inspection Date:

☐

The Integrated Contingency Plan is organized into three main sections: SECTION I: Plan Introduction Elements; SECTION II: Core Plan Elements; and SECTION III: Annexes, and the Table of Contents follows the specific outline format in Attachment 1 of the ICP Guidance (p. 28649). NOTE: The numbering system in the outline must match exactly in order for the plan to be cross-referenced into Appendix F to Part 112.

☐

The Integrated Contingency Plan is organized into three main sections: SECTION I: Plan Introduction Elements; SECTION II: Core Elements; and SECTION III: Annexes, but the Table of Contents does not follow the specific outline format in Attachment 1 of the ICP Guidance (p. 28649).

☐

The Integrated Contingency Plan is not organized into three main sections: SECTION I: Plan Introduction Elements; SECTION II: Core Plan Elements; and Section III: Annexes, and the Table of Contents does not follow the specific outline format in Attachment 1 of the ICP Guidance (p. 28649).

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### SECTION I - PLAN INTRODUCTION ELEMENTS

	Yes	No	Comments
I.1 Purpose and Scope of Plan Coverage (ICP p. 28645)			
I.2 Table of Contents (ICP p. 28646)			
I.3 Current Revision Date (ICP p. 28646)			

#### 1.4 General Facility Identification Information (ICP p. 28646)

Yes	No		Yes	No	
		I.4 (a) Facility Name			I.4 (d) Mailing Address of Facility
		I.4 (b) Owner/Operator			I.4 (e) Other Identifying Information
		- Physical Address			I.4 (f) Key Contact(s) for plan maintenance
		- Mailing Address			I.4 (g) Phone Number(s) for Key Contact(s)
		- Phone Number			I.4 (h) Facility Phone Number
		I.4 (c) Physical Address of Facility			I.4 (i) Facility Fax Number
		- County			- Brief Profile of Facility & its Key Personnel
		- Latitude/Longitude			
		- Directions to Facility			

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### SECTION II - CORE PLAN ELEMENTS

	Yes	No	Comments
II.1 Discovery (ICP p. 28646) - Should address initial actions of response such as recognition, basic assessment, source control, and initial notifications of proper personnel.			
II.2 Initial Response (ICP p. 28646) - Should address notifications (who to call and what critical information to pass), response management, preliminary assessment, objectives and priorities for response implementation of tactical plan, and procedures for mobilization of resources (detailed information may be referenced to Annexes).			
II.3 Sustained Action (ICP p. 28646) - Should address the transition of a response from the initial emergency stage to the sustained actions stage.			
II.4 Termination and Follow-Up Actions (ICP p. 28646) - Should briefly address demobilization of response resources and follow-up actions, such as accident investigation, response critique, plan review, and written follow-up reports.			

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### SECTION III - ANNEXES

	Yes	No	Comments
Annex 1 Facility and Locality Information (ICP p. 28647) - Facility maps, drawings, and description/layout			
Annex 2 Notification (ICP p. 28647) - Internal, community, and Federal and state agency notifications			
Annex 3 Response Management System (ICP p. 28647-8) - Specific information on response management functions, including command, operations, planning, logistics, and finance.			
Annex 4 Incident Documentation (ICP 28648) - Post accident investigation and incident history			
Annex 5 Training and Exercises/Drills (ICP 28648) - Description of training and exercise programs			
Annex 6 Response Critique and Plan Review and Modification Process (ICP p. 28648) - Modifications to plan and history of plan updates			
Annex 7 Prevention (ICP 28648-9) - Contingency planning, such as maintenance, testing, inspections, release detection, site security, containment, and fail-safe engineering.			
Annex 8 Regulatory Compliance and Cross-Reference Matrices (ICP p. 28649) - Certifications/statements of regulatory applicability and cross-references.			

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 Not Applicable

Comments

## Facility Information (Appendix F to Part 112 Section 1.2)

Facility Information Form (Appendix F to Part 112 Section 1.9.1) (p. 34124)

Date of last update:

Yes No

Yes No

<input type="checkbox"/>	<input type="checkbox"/>	Facility Name	<input type="checkbox"/>	<input type="checkbox"/>	Operator (If not Owner)
<input type="checkbox"/>	<input type="checkbox"/>	Location (Street Address)	<input type="checkbox"/>	<input type="checkbox"/>	Qualified Individuals
<input type="checkbox"/>	<input type="checkbox"/>	City, State, Zip	<input type="checkbox"/>	<input type="checkbox"/>	Name
<input type="checkbox"/>	<input type="checkbox"/>	County	<input type="checkbox"/>	<input type="checkbox"/>	Position
<input type="checkbox"/>	<input type="checkbox"/>	Phone Number	<input type="checkbox"/>	<input type="checkbox"/>	Work Address
<input type="checkbox"/>	<input type="checkbox"/>	Latitude/Longitude Information (degrees, minutes, seconds)	<input type="checkbox"/>	<input type="checkbox"/>	Home Address
<input type="checkbox"/>	<input type="checkbox"/>	Wellhead Protection Area	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Phone Number
<input type="checkbox"/>	<input type="checkbox"/>	Owner	<input type="checkbox"/>	<input type="checkbox"/>	Date of Oil Storage Start-up
<input type="checkbox"/>	<input type="checkbox"/>	Owner Location (Street Address-if different from Facility Address)	<input type="checkbox"/>	<input type="checkbox"/>	Current Operations
<input type="checkbox"/>	<input type="checkbox"/>	City, State, Zip	<input type="checkbox"/>	<input type="checkbox"/>	Date(s) and Type(s) of Substantial Expansion(s)
<input type="checkbox"/>	<input type="checkbox"/>	County	<input type="checkbox"/>	<input type="checkbox"/>	(Attach additional sheets if necessary)
<input type="checkbox"/>	<input type="checkbox"/>	Phone Number	<input type="checkbox"/>	<input type="checkbox"/>	

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## Emergency Response Information (Appendix F to Part 112 Section 1.3)

Emergency Notification Phone List (Appendix F to Part 112 Section 1.3.1) (p. 34125)

Yes	No		Yes	No	
		1. National Response Center (NRC) Phone Number: 1-800-424-8802			7. State Emergency Response Commission (SERC)
		2. Qualified Individual			Evening Phone
		Evening Phone			8. State Police
		3. Company Response Team			9. Local Emergency Planning Committee (LEPC)
		Evening Phone			10. Local Water Supply System
		4. Federal On-Scene-Coordinator (OSC) and/or Regional Response Center (RRC) 24-hour number			Evening Phone
		Evening Phone			11. Weather Report
		5. Local Response Team			12. Local Television/Radio Station for Evacuation Notification
		6. Fire Marshall			13. Hospitals
		Evening Phone			

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## Emergency Response Information (Appendix F to Part 112 Section 1.3) (Continued from page 4)

Spill Response Notification Form (Appendix F to Part 112 Section 1.3.1) (p. 34125)								
Description of the Facility Emergency Response Equipment (Appendix F to Part 112 Section 1.3.2) (p. 34126)								
Response Equipment Testing/Deployment (Appendix F to Part 112 Section 1.3.3) (p. 34126)								
Emergency Response Personnel Form (Including Date of Last Update) (Appendix F to Part 112 Section 1.3.4) (p. 34126-34127)								
Emergency Response Contractors Form (Including Date of Last Update) (Appendix F to Part 112 Section 1.3.4) (p. 34127)								
Evidence of Contractual Agreement (Section 112.2) (p. 34097)								
Facility Response Team Form (Including Date of Last Update) (Appendix F to Part 112 Section 1.3.4) (p. 34127)								
Facility Evacuation Plan (Appendix F to Part 112 Section 1.3.5.1) (p. 34128)								
Community Evacuation Plan Copy/Reference (Appendix F to Part 112 Section 1.3.5.3) (p. 34128)								
Qualified Individual's Duties [Section 112.20(h)(3)(ix)] (p. 34100)								

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## Hazard Evaluation (Appendix F to Part 112 Section 1.4 Section 1.4)

Hazard Identification Tanks Form Including Date of Last Update (Appendix F to Part 112 Section 1.4.1) (p.34129)

Hazard Identification Surface Impoundments Form Including Date of Last Update (Appendix F to Part 112 Section 1.4.1) (p. 34129)

Labeled Schematic Drawing of the Facility (Appendix F to Part 112 Section 1.4.1) (p.34129)

Description of the Loading and Unloading of Trucks, Railroad Cars, or Vessels (Appendix F to Part 112 Section 1.4.1) (p. 34129)

Day-to-Day Operations that may present a risk of discharging oil or releasing a hazardous substance (Appendix F to Part 112 Section 1.4.1) (p. 34129)

The Secondary Containment Volume Associated With Each Tank and/or Transfer Point at the Facility [Capacities must be listed for each individual unit (tank, sumps, drainage, traps, and ponds), as well as the facility total] (Appendix F to Part 112 Section 1.4.1) (p. 34129)

Normal daily throughput for the facility and any effect on potential discharge volumes that a negative or positive change in that throughput may cause (Appendix F to Part 112 Section 1.4.1) (p. 34129)



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## Hazard Evaluation (Appendix F to Part 112 Section 1.4 Section 1.4) (Continued from page 6)

Vulnerability Analysis (Appendix F to Part 112 Section 1.4.2) (p. 34130)

This analysis must be prepared for each facility and, as appropriate, must discuss the vulnerability of:

Discussed Not Discussed


(1) Water intakes (drinking, cooling, or other);

(2) Schools;

(3) Medical facilities;

(4) Residential areas;

(5) Businesses;

(6) Wetlands or other sensitive environments;

(7) Fish and wildlife;

Discussed Not Discussed


(8) Lakes and streams;

(9) Endangered flora and fauna;

(10) Recreational area;

(11) Transportation routes (air, land, and water);

(12) Utilities; and

(13) Other areas of economic importance (e.g., beaches, marinas) including terrestrially sensitive environments, aquatic environments, and unique habitats.

Analysis of the Potential for an Oil Spill (Appendix F to Part 112 Section 1.4.3) (p. 34130)

Facility Reportable Oil Spill History (Appendix F to Part 112 Section 1.4.4) (p. 34130)

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### Discharge Scenarios (Appendix F to Part 112 Section 1.5)

The scenarios shall also consider factors that affect the response efforts required by the facility. These include but are not limited to:

- (1) Size of the spill
- (2) Proximity to downgradient wells, waterways, and drinking water intakes;
- (3) Proximity to fish and wildlife and sensitive environments;
- (4) Likelihood that the discharge will travel offsite (i.e., topography, drainage);
- (5) Location of the material spilled (i.e., on a concrete pad or directly on the soil;
- (6) Material discharge;
- (7) Weather or aquatic conditions (i.e., river flow);
- (8) Available remediation equipment;
- (9) Probability of a chain reaction of failures; and
- (10) Direction of spill pathway

Small and Medium Discharges Scenarios (Appendix F to Part 112 Section 1.5.1) (p. 34130)

Worst Case Discharge Scenario (Appendix F to Part 112 Section 1.5.2) (p. 34130)

The Worst Case Discharge Volume (Appendix D to Part 112) (p. 34110)

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## Discharge Detection Systems (Appendix F to Part 112 Section 1.6 Section 1.4)

Discharge Detection by Personnel (Appendix F to Part 112 Section 1.6.1) (p. 34131)

Automated Discharge Detection (Appendix F to Part 112 Section 1.6.2) (p. 34131)

## Plan Implementation (Appendix F to Part 112 Section 1.7)

Response Resources Required for Small and Medium Spills (Appendix E to Part 112) (p. 34112)

Response Resources Required for Worst Case Discharge including the Worksheet. (A facility that handles, stores or transports multiple groups of oil must do separate calculations for each oil group on site except for those oil groups that constitute 10 percent or less by volume of the total oil storage capacity at the facility. For purposes of this calculation, the volumes of all products in an oil group must be summed to determine the percentage of the facility's total oil storage capacity.) (Appendix E to Part 112) (p. 34113)

Steps to Expedite Cleanup (Appendix F to Part 112 Section 1.7.1) (p. 34131)

Addressed Not Addressed


(1) Emergency plans for spill response;

(2) Additional response training;

(3) Additional contracted help;

Addressed Not Addressed


(4) Access to additional response equipment/experts; and

(5) Ability to implement the plan including response training practice drills

Disposal Plans (Appendix F to Part 112 Section 1.7.2) (p. 34131)

Containment and Drainage Planning (Appendix F to Part 112 Section 1.7.3) (p. 34131)

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### Self-Inspection, Drills/Exercises, and Response Training (Appendix F to Part 112 Section 1.8)

Tank/Surface Impoundment Inspection Log (Appendix F to Part 112 Section 1.8.1.1) (p. 34132)								
Response Equipment Inspection Log (Appendix F to Part 112 Section 1.8.1.2) (p. 34133)								
Secondary Containment Inspection Log (Appendix F to Part 112 Section 1.8.1.3) (p. 34133)								
Qualified Individual Notification Drill Log (Appendix F to Part 112 Section 1.8.2.1) (p. 34134)								
Spill Management Team Tabletop Exercise Log (Appendix F to Part 112 Section 1.8.2.2) (p. 34134)								
Personnel Response Training Log (Appendix F to Part 112 Section 1.8.3.1) (p. 34134)								
Discharge Prevention Meeting Log (Appendix F to Part 112 Section 1.8.3.2) (p. 34134)								

### Diagrams (Appendix F to Part 112 Section 1.9)

The Site Plan Diagram (Appendix F to Part 112 Section 1.9.1) (p. 34135)								
The Site Drainage Plan Diagram (Appendix F to Part 112 Section 1.9.2) (p. 34135)								
The Site Evacuation Plan Diagram (Appendix F to Part 112 Section 1.9.3) (p. 34135)								

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## Security (Appendix F to Part 112 Section 1.10)

Security Information (p. 34135)

## Response Plan Cover Sheet (Appendix F to Part 112 Section 2.0)

Response Plan Cover Sheet Information (see attachment F-1 on p. 34136)

Is this multi-agency jurisdiction? \_\_\_\_\_

If yes, MSO: \_\_\_\_\_

Has this Facility Response Plan been approved by another agency?

If yes, date: \_\_\_\_\_ Agency: \_\_\_\_\_

SATA Reviewer Name: \_\_\_\_\_

Other Reviewer Name: \_\_\_\_\_

EPA Reviewer Name: \_\_\_\_\_

EPA Approval Signature: \_\_\_\_\_